

**Naval Air Reserve Topical Summary  
November 2001**

**1. COMMANDING OFFICER (N00) - CAPT P. H. Baszner (4-7365) ([baszner@cnrf.navy.mil](mailto:baszner@cnrf.navy.mil))**

To date we have recalled over 100 Naval Reservists for support of Noble Eagle and Enduring Freedom. Once again, even if you don't think your unit will be recalled, take the time to make sure your will is up to date and prepare any powers of attorney you think you'll need. You can find these and other priceless information on our website under the mobilization button.

The holidays are coming up fast. Make sure you check the drill schedule. We're only drilling once in December on the 8<sup>th</sup> and 9<sup>th</sup>. If you use berthing, get your reservations made right away.

It's not too soon to think about inclement weather. Here's the gouge: if the Naval Base is closed, we're closed. If you think the trip is too hazardous, call us to reschedule or take authorized absences. Safety first. Lastly, if you're not sure, call our duty office -- 757-444-7295. The OOD or CDO can give you the latest status.

As always, I want to extend my sincere thanks to all of you for serving your country, your Navy and your shipmates. I deeply appreciate and honor your sacrifice and that of your families.

**2. COMMAND MASTER CHIEF (N00C) – CMDCM(SW) Dennis Higgins (445-2592) ([higginsd@cnrf.navy.mil](mailto:higginsd@cnrf.navy.mil))**

December combined drill weekend will be very busy, so we must ensure all of our PO1 evals are completed on time in November.

Tidewater Reserve CPOA will hold a meeting 3 November 01, at 1000 in the NAR Auditorium. All Chiefs are strongly encouraged to attend.

The Tidewater CPOA Khaki Ball will be held at the FRA on 1st View 3 Nov 01 starting at 1800. We are having dinner and a live band. If you haven't bought your ticket contact myself or Chief Celia.

Schedule of events for December Combined Drill Weekend:

Saturday, 3 Nov - 0900 4th qtr SOQ and JSOQ Board (Chiefs Mess Bldg 367)

Saturday, 3 Nov - 1300 SOY Board

Sunday, 4 Nov - 1000 SOY Board Continued (Oral Boards)

If you need a copy of NAR's instruction, contact Chief Fisher or myself and we will email it to you.

**3. RESERVE PROGRAMS DIRECTOR (N7) - CDR REMSING (4-1278/1177/1122) ([remsing@cnrf.navy.mil](mailto:remsing@cnrf.navy.mil))/  
ASSISTANT RESERVE PROGRAMS DIRECTOR (N7A) - LCDR THOMPSON (4-1278/1177/1122) ([thompsji@cnrf.navy.mil](mailto:thompsji@cnrf.navy.mil))**

**IMPORTANT CHANGE:**

**AT/ADT:** We still do not have the FY02 funding message so plan on **13 days of AT per person** unless we notify you otherwise. ADT will most likely be given to the CINC's as it was last year. We will put the "word" out via email as soon as we hear anything. Thanks for your patience on this matter.

**Additional Drills:**

Although we requested an allotment of add drills in excess of what was executed last fiscal year, word from New Orleans is we will only receive 155 total officer and 64 total enlisted add drills through mid year. As of 28 OCT 01, 52 Officer and 9 Enlisted drills have been executed. Therefore, the remaining 103 Officer and 55 Enlisted add drills will be on a ***first come first serve basis***. Keep in mind that if your billet is "J" coded you can complete a **maximum** of 12 ATP's and 24 RMP's, "F" coded billets are authorized a **maximum** of 12 ATP's. Anyone exceeding these limits will not receive pay for drills over and above the maximum allowed (this is NOT waivable). If you are executing an add drill in support of Noble Eagle, make sure you indicate it in the "Tasks and Accomplishments" section of your drill sheet. Our hope is to be reimbursed drill for drill for any add drills

(ATP's) that are executed in support of Noble Eagle. Sorry for the bad news on add drills for this year, we had hoped for more. Remember don't shoot the messenger!

**PAY BILLETS, ADSW, and RECALL TO ACTIVE DUTY:** The best place to get the gouge on reserve assignments is [WWW.NAVRES.NAVY.MIL](http://WWW.NAVRES.NAVY.MIL). Select any of the three sites there (CNRF,CNSRF,CNARF) to see what each has to offer. The recall and ADSW opportunities listed on these sites are the **latest and greatest**. This is where we go to check when you call and ask us about job opportunities. **The list changes daily!**

**CO/XO CONFERENCE:** The CO/XO conference will take place on 8 DEC 01 in SP-367 RM 207/209. Please note that this year we are starting the conference at 0830 vice 0900. We will start off with the normal CO's meeting followed by presentations. The conference is open to ALL augment unit CO's and XO's. We need a head count as to who will be attending from your command. The head count is needed to ensure enough seating and conference materials are on hand. Please Email or call the RPD with the names of who will be attending by **COB 4 DEC01**.

**NAVAIRES Norfolk Local Reserve Policy Board:** The NAR Norfolk Local Reserve Policy Board will be held 9 DEC 01. CAPT Weigel and CAPT Sanders will act as Chair and Deputy Chair for the board. We are still looking for inputs from the augment units for consideration in this year's board. This is your chance to make changes to existing policies (and/or suggest new ones). Email or fax your submissions to [remsing@cnrf.navy.mil](mailto:remsing@cnrf.navy.mil) or fax 445-0719. Submissions are due by **COB 4 DEC 01**.

**Below is good gouge, if you didn't read it last month please do so now:**

**AT and ADT:** The AT (Annual Training) "pot" resides in New Orleans. All SELRES are required to perform 12 days of AT (Annual Training) each year. We expect that this year, each SELRES we be allocated 13 days of AT for INCONUS and 17 days of AT for OUTCONUS for AT involving travel. For AT that begins on Monday and ends the next Friday, only 12 days will be allowed. AT greater than the number of days listed above or multiple AT orders will be considered on a **case by case basis** (exercise support **will most likely** be approved). ADT (Additional Duty for Training) "pots" reside at the gaining commands/resource sponsors. The NAR is not expected to get any of this type of money. As a result, any ADT orders that are given to the NAR for processing must have a TCN (Tracking Control Number) from the gaining command that allocates the funding. Without the TCN, the orders cannot be processed. The only exception to this is ADT to attend a school or ADT for VTU personnel. For these, New Orleans has limited funding.

#### **4. AVIATION TRAINING DEPARTMENT- LCDR MONZON (445-0960) ([monzonj@cnrf.navy.mil](mailto:monzonj@cnrf.navy.mil)) /LCPO ADC(AW) BEST-([best@cnrf.navy.mil](mailto:best@cnrf.navy.mil))**

**Training Summit:** A big thanks to all those who attended October's Summit. We received a lot of great new training ideas from the RESFORONS and Units. We sincerely look forward to taking the information and using it to make the training process more effective and efficient.

**PBFT:** The PB4T will be discussing long range training plans and forecasted needs for the next year. Training Advisors, Training Officers, Training Petty Officers and the Program Managers should be in attendance. CO/XO's are also invited to attend. Attendance is vital to ensure the training plan is meeting your unit's needs. If you cannot attend for your unit, **please** arrange someone to take your place and bring your unit's training information to the meeting.

**Shipboard Firefighting Quotas:** The next weekend available will be in January. Contact us if you need a quota reserved. Additionally, in the past, several units have been reserving quotas and their members do not show up. Get the word out to your folks, and if they cannot make their quota, let us know! It is becoming increasingly difficult to reschedule quotas for previous no-shows.

**Officer Leadership Continuum:** Next OLC class is 03-04 NOV. Contact ADC(AW) Best for more information at (757) 445-0960 or [best@cnrf.nola.navy.mil](mailto:best@cnrf.nola.navy.mil).

**E-learning Web site:** The Navy recently opened their E-learning web site available at either <http://www.navylearning.com/> or <http://www.navylearning.navy.mil> . It currently offers 37 military, 913 information technology, and 477 leadership, management, and personal development courses.

All courses are free to active duty, reservist, and TAR personnel (Navy and Marine Corps), DON civilian employees (Civil Service), Navy and Marine Corps retiree personnel, qualified family members of DON active duty, reserve and retiree personnel.

Eligibility is determined by info in DEERS, so DON civil service personnel not in DEERS by relation to military personnel need to do the following: From the E-learning web site, click on "Help" in the left column. From there, click on "Problem Report" and complete the form. In the last block titled "Please enter a description of the problem here", enter "DON civilian employee requesting access." Submit your form.

**PRT:** For PRT Coordinators, now is the time to prepare your unit for the Fall PRT. Get the word out and make sure everyone is aware the date is approaching quickly!

**MASTER TRAINING MANUAL Available:** The COMNAVAIRESFOR 1500.5F has been signed and is now in effect. The final electronic version is available for download at [http://www.navres.navy.mil/navresfor/n01a\\_com/cnrfinst.html](http://www.navres.navy.mil/navresfor/n01a_com/cnrfinst.html). To view a hardcopy, stop by the NAR ATD. Those who attended the Training Summit received their copy, as well as next year's GMT topics on CD-rom.

**5. RESERVE SERVICES OFFICER (N72) - LCDR THOMPSON / PNC(AW) FERRARI (4-2570/1494)**  
[thompsji@cnrf.navy.mil](mailto:thompsji@cnrf.navy.mil) / [ferrari@cnrf.navy.mil](mailto:ferrari@cnrf.navy.mil)

**We are now in the open enrollment season for the Thrift Savings Plan (TSP).** If you have a PIN, you can enroll online at the Employee/Member Self Service (E/MSS) web site at <http://www.dfas.mil/emss/>. If you do not know your E/MSS PIN or need a temporary one to start, go to <https://emss.dfas.mil/faq.htm>, and follow the instructions under FAQ #30. Online TSP enrollment is strongly recommended, since it's fast, reliable, and easy.

You will be able to start, change, and cancel contribution levels via E/MSS. After receipt of your first deposit into your TSP account in Jan 02, the TSP administrators will send you a welcome aboard letter within a week, which will contain your TSP PIN. This PIN is different from your E/MSS PIN and is used to make fund transfers and allocation changes through the TSP web site at [www.tsp.gov](http://www.tsp.gov).

We still have no NSIPS patch allowing us to input TSP enrollment. If you want to submit a paper enrollment form, fill out the form available at <http://www.namorf.navy.mil/NARPAGES/resservices.htm> and turn it in to Reserve Services personnel. We will either fax or mail them to the contractor for entry. A detailed TSP Power Point presentation is available at <http://www.namorf.navy.mil/NARPAGES/resservices.htm>.

**SGLI coverage** will automatically go into effect for your dependents on 1 Nov 01. Spouses will be covered up to \$100,000. This includes military married to military personnel. If the service member's coverage is less than \$100,000, the spouse's coverage is automatically equal to the service member's coverage level. Spousal monthly premiums are as follows:

<u>Age</u>	<u>Cost of \$100K</u>
Under 35	\$ 9.00
35 - 44	\$13.00
45 - 49	\$20.00
50 - 54	\$32.00
55 & older	\$55.00

Automatic spousal coverage is particularly valuable if you have a spouse with medical problems causing surcharged life insurance premiums or who is otherwise uninsurable. All children will be covered for \$10,000 at no cost. For more info, go to <http://www.insurance.va.gov/sqlivgli/sqlifam.htm>. Turn your SGLI forms into PSD personnel.

**You can now view your Annual Retirement Point Record (ARPR) online**, via BUPERS Online at <https://www.bol.navy.mil/default.asp>. Note the "https" prefix. After logging in, you'll see an "ARPR/ASOSH Online" link.

**For the 8/9 December combined drill weekend**, due to the volume of drills, we need you to fax in Saturday's muster on Saturday, 8 Dec at 1300 so we can go ahead and post those drills for over 850 SELRES. You'll then fax in Sunday's muster to us at 1300 on Sunday, 9 Dec.

**If you're experiencing a pay problem**, contact your program manager immediately. A list of program managers is available at <http://www.narnorfolk.navy.mil/NARPAGES/resservices.htm>.

#### **6. PHOTO LAB MANAGER (N21) - PH2(AW) Carter (5-0238) ([cartdav@cnrf.navy.mil](mailto:cartdav@cnrf.navy.mil))**

**Portrait photography** is offered every Thursday and Saturday of the NAVAIRE drill weekend. Full length photographs for service record, promotion, or special programs will be taken from 1230 - 1425 on a first-come first-served basis. However, appointments are required for head and shoulder roster-board type portraits, which are scheduled from 1430 - 1530. In order to meet our appointment requirements, full-length walk-ins will not be accepted beyond 1425. We make every effort to complete your work by the close of business on Sunday of the drill weekend.

We have transitioned to an all digital lab. This will mean that you will not have a negative if you want reprints. We cannot maintain the files electronically beyond 30 days, due to server space. If you would like a copy of your file, please provide us with a floppy or zip disk. Files may also be sent via e-mail.

**All photo jobs** can be picked up from room 205 of SP 367.

#### **7. PUBLIC AFFAIRS (N21B) - JOC STEVE ORR (4-2414) ([orr@cnrf.navy.mil](mailto:orr@cnrf.navy.mil))**

**COMMAND HISTORY FOR CALENDAR YEAR 2001.** Inputs from units are due to the Public Affairs Office by COB the "B" drill weekend of January 2002. At a minimum, unit input must include: cover letter, chronological listing of unit highlights and accomplishments, unit organization chart, commanding officer's biography and commanding officer's portrait, if available. Command history inputs must be submitted in hard copy and on 3.5inch floppy disk to the Public Affairs Office, Bldg. SP-12, room 229, ATTN: JOC Orr.

**WHILE WE ARE WORKING ON THE FALL ISSUE OF RUDDER**, we are already accepting input for the Winter issue. Winter inputs are due by COB of the B drill weekend in January. If you have ANYTHING for us to publish for your unit, please get it to us in a timely manner. Send your stories, pictures, awards and more to NAVAIRE Norfolk Public Affairs, Bldg SP-12, Room 229. Submissions may be made via floppy disk in Word/WordPerfect or text format, or you can send it to us via e-mail to [narpao@cnrf.navy.mil](mailto:narpao@cnrf.navy.mil). Pictures may be sent as .jpg files.

**MOBILIZATION INFORMATION FOR RECALLED RESERVISTS AND THEIR FAMILIES** is now available on the NAR Norfolk web site at <http://www.narnorfolk.navy.mil/mobhandbook/>. This info is the most update available to NAVAIRE Norfolk.

**USS WISCONSIN CEREMONY INFORMATION.** USS Wisconsin is available for ceremonies and other functions Monday through Friday. It is current NOT available on weekends. For weekday ceremonies, USS Wisconsin offers the following: podiums, sound system, red carpet, table and seating for 150. For more information about availability and scheduling, please contact the Wisconsin ceremony office at (757) 322-2988.

**NAVAIRE NORFOLK CEREMONY SUPPORT.** The NAR Public Affairs office can provide, on a first-come-first-served basis, the following items in support of your next retirement or change of command: red carpet, table cloths, ceremonial music tape, bullets, and a portable bell. Put in your request to JOC Orr, Bldg SP-12, room 229, or via email to [narpao@cnrf.navy.mil](mailto:narpao@cnrf.navy.mil).

**THE NAVAIRE NORFOLK WEB SITE** will be undergoing some modifications over the next few months to comply with new federal regulations concerning access to handicap web users. Please bear with us as we make these changes. Most of the changes will be invisible to the average site user. If you have any specific questions, please contact us at [narpao@cnrf.navy.mil](mailto:narpao@cnrf.navy.mil).

**THE TOPICAL SUMMARY** is made available to all of our drilling Reservist via the NAR web site at <http://www.narnorfolk.navy.mil>, as well as via email. If you are not receiving the Topical Summary in your email at

the beginning of every month, let us know at [napao@cnrf.navy.mil](mailto:napao@cnrf.navy.mil) so we can put you on the mailing list. We have recently culled several dozen email addresses from the mailing list due to reoccurring "Undeliverable messages." It is the responsibility of the Selected Reservist to keep NAR Norfolk and their units up-to-date on working email addresses.

**PASSWORDS FOR UNIT POMs:** Unit POMs require a different password than the one to access the drill schedule. Passwords will only be made available through your unit -- we can no longer accept requests over the internet. If your unit does not have a POM log-in page, it means your unit does not post your POM on the NAR web site. See next note.....

**PUT YOUR POM ON THE WEB:** Unit COs and XOs - Put your POM on the web. Just submit it to PAO either on a floppy disk as a Word .doc, or send it as an attachment to [narpao@cnrf.navy.mil](mailto:narpao@cnrf.navy.mil). We will convert it to a .pdf document (that can be read by most computers that have Adobe Reader installed), and password-protect it so that only your unit members can access the POM. If you have any other questions, please contact JOC Orr at [orr@cnrf.navy.mil](mailto:orr@cnrf.navy.mil) or via phone at (757) 444-2414.

## **8. ADMINISTRATION DEPARTMENT (N1) - YNC(SW) FISHER (444-2218) (fisherja@cnrf.navy.mil)**

**NAR NORFOLK ADMINISTRATION HAS RELOCATED** to the opposite end of the second deck of Bldg. SP-367.

**PERSONNEL SECURITY PERIODIC REINVESTIGATIONS.** With the implementation of SECNAVINST 5510.3A in March 1999, NAVAIREs became responsible for identifying personnel who require reinvestigations. Reinvestigations are authorized only for specific duties and for access to classified information. Reinvestigations are not required to maintain clearance eligibility. For Top Secret eligibility, the clearance must be updated every five years and Secret eligibility every 10 years

During the July drill weekend all unit CO's were given security information regarding members of the command. It is requested these lists be reviewed to **identify personnel out of periodicity**. Our goal is to identify all that require a clearance before it is needed, preventing loss of training orders and/or access to a particular space.

If you are a Selected Reservist that requires a reinvestigation due to your duties on drill weekends or for annual training, you will be required to submit a PR prior to your clearance being sent to the gaining command.

**TRAVEL CLAIMS.** In order to help reduce travel claims being rejected and returned for correction, please comply with the following:

- Submit travel claim packages with the original and one copy of all documentation.
- Travel claims must be signed.
- Endorsement from SATO for rental cars must be included. This documentation informs PSD what amount is authorized for rentals.
- Conversion rates for foreign currency must be included in the travel claim package. Rates change daily and the correct rate for that period of time must be accurate.

Ensuring that all the above items are complied with will eliminate delays in processing travel claims and members will be reimbursed in a more timely fashion.

**GOVERNMENT TRAVEL CHARGE CARD (GTCC) COORDINATOR – YNC(AW) J. L. SNOW. PHONE 445-4710 (snow@cnrf.navy.mil)**

### **FYI: NEW CHANGES ARE COMING!**

Effective August 10, 2001, the terms and conditions applied to cardholders' accounts have changed, under the new DoD Travel Card Program modifications. The change in terms are as follows:

- Late Fee – For DoD IBA accounts, bill late fee of \$29 at 75 days past closing date on the statement of the account in which the charge first appeared.
- Expedited Cards – For DoD IBA accounts, bill \$20 fee for expedited delivery of cards, except emergency replacement of lost/stolen/damaged cards while in a travel status.
- NSF Fees – For DoD IBA accounts, charge \$29 fee for returned checks.

- Cash Fees – For DoD cash advances, charge fee of \$2.00 per transaction or 3% of the transaction amount, whichever is greater.
- Implement salary offset process for DoD accounts.
- Reduce credit lines and velocity limits on restricted and standard cards consistent with travel needs.
- Implement process to deactivate or close infrequent traveler accounts.
- DoD to implement default split disbursement.

GOVERNMENT CARD. Public Law 105-264 mandates that all federal employees who perform official government travel must use a government sponsored, contractor issued travel charge card for all expenses arising from official government unless specifically exempted. All supported personnel who do not have a Government Travel Charge Card (GTCC), but who anticipate having to perform official travel MUST apply for a GTCC at the earliest possible opportunity. The lead-time from submission of the card application to actual receipt of the card is estimated to be approximately three weeks. The GTCC shall only be used to pay official travel expenses incurred while in performance of official duties. Personal use of the GTCC is strictly prohibited and any unauthorized use may result in the cancellation of the card and/or appropriate disciplinary action. Contact YNC Snow at 445-4710 for further information.

The following information to cardholders whose travel cards will soon expire:

- Cardholders should receive a letter from Bank of America no later than 30 days before the expiration date stamped on the card. It is imperative to keep the letter because it contains a card receipt and activation code that is needed to activate the account. Customers should call Bank of America 24-hour service phone number at 800-472-1424 if they do not receive the letter at least 30 days prior to their card's expiration date.
- Cardholders should receive their renewal cards approximately two weeks after they receive their letter, but no later than 15 days before their card expires. Those expected to be on travel or leave at that time should call Bank of America and request that their renewal cards are mailed earlier
- Upon receipt of their renewal cards, customers should immediately call Bank of America to acknowledge receipt and to activate the account. Use the telephone number and the activation code contained within the Bank of America letter to activate the account.
- The renewal card should have the same account number that is stamped on customers present travel card. If the account numbers do not agree, notify Bank of America. Customers should then sign the back of the new card and destroy the old card.
- Customers whose accounts are in a closed or cancelled status will not be issued a renewal card.

Those who presently have a travel card, but have never called Bank of America to acknowledge its receipt will not be issued a renewal card.

**9. NAVAIRES SUPPLY- (N4) LTJG HENDERSON/AKC(AW) CELIA (4-2382) (henderst@cnrf.navy.mil/ celia@cnrf.navy.mil)**

## **BERTHING**

Local station BQ's may not be able to accommodate everyone the combined drill weekend of 8/9 December. Personnel requiring government-furnished berthing must make BQ arrangements as soon as possible. If someone is not able to confirm berthing arrangements they must call NAVAIRES Supply for hotel arrangements.

Local BQ phone numbers:

Oceana BOQ/BEQ (757)433-2574  
 Dam Neck BOQ (757)491-0602  
 Dam Neck BEQ (757)491-2449  
 Little Creek BOQ (757)462-7523



Little Creek BEQ (757)462-7522  
NS Norfolk BOQ (757)444-7466  
NS Norfolk BEQ/Combined BQ (757)444-0706

## **CLOTHING**

On 1 October Supply implemented a new clothing order program which allows us to order ALL UNIFORMS directly from the manufacturer. The manufacturer will ship within 7 days and uniforms will come complete with name tapes, rating badges, service stripes and US Navy tapes already sewn on. This makes it imperative that sizing be correct at the time uniform orders are placed. We look forward to being able to outfit E1 –E6 Reserve personnel with a uniform “ready to wear” in a more timely fashion. With any new program there is risk of some type of problem. Thus far, this program has had only a few minor shortfalls. We feel confident that this program will meet and exceed previous clothing programs as long as we order proper sizes.

## **10. INFORMATION TECHNOLOGY DEPARTMENT (N5) Mr. Buenting (5-7300)/ATC Buskey (444-0979) ([buenting@cnrf.navy.mil](mailto:buenting@cnrf.navy.mil)/[buskeyl@cnrf.navy.mil](mailto:buskeyl@cnrf.navy.mil))**

### **Naval Reserve Virtual Desktop Environment (NRVDE)**

The NRVDE is a new web based service provided by CNRF for Selected Reservists. It provides two tiers of service. The first tier is a simple E-mail account. This is a fully functional pop3 standard Internet e-mail account with the added benefit of a web-based interface. This service is available to ANY SELECTED RESERVIST. You apply for an account in the web by going to <http://mail.cnrf.navy.mil> and selecting the link to apply for an account. Fill out the form as accurately as possible and submit. If your submitted data matches up in the RHS database, your account should be enabled by the COB the next business day. You will not be notified when the account is turned on. You will just have to try to log in periodically. If your account is not enabled in a timely fashion, you should send a e-mail (using your civilian account) to [support@hq.cnrf.navy.mil](mailto:support@hq.cnrf.navy.mil)

The second tier of service is reserved for Unit CO's and OIC only. Currently this is a funding issue. The second Tier is called the “Virtual Desktop”. The long description is: “An array of Windows 2000 Advanced servers running Windows 2000 Terminal services, with a Citrix Metaframe enhancement installed”. The short version is: it will provide you with a Windows 2000 desktop that “projected” over the Internet and displayed on whatever workstation you are connecting from. All processing at data storage occurs on the servers in NOLA. The desktop can be launched from any Windows based PC with Internet access. It is also possible to download and install clients that will allow access from Apple computers, Unix computers and DOS systems. This provides you with a common operating environment, no matter where you are connecting from. The server is currently equipped with a full installation of Microsoft Office 2000, and NavFit. Additionally, because the server is a .MIL server, when you surf the internet from your Virtual Desktop, you will have access to .mil sites that you would otherwise be denied access to if you were coming from your commercial or corporate ISP. Currently data is being gathered clemency wide for Unit CO account creation. For NAVAIREs Unit CO's We can expedite your Virtual Desktop account by asking you to send a E-mail to [buskeyl@cnrf.navy.mil](mailto:buskeyl@cnrf.navy.mil) after you have applied for your E-mail account. Please ensure that the subject line has the following “ Last, First Rank NRVDE desktop account request completed”, you can enter whatever amplifying info you desire in the body of the E-mail, but the Subject line is critical to getting your requests processed locally.

There are some limitations however, you should ALL be able to connect from home, however, if you are trying to connect to these services from behind a corporate firewall, your firewall administrators currently must allow outbound connections to TCP ports 8383 and 1494. Please see ATC(AW) Lee H Buskey or Mr. Jeff Buenting.

## **11. URINALYSIS COORDINATOR (N4) AKC(AW) CELIA (444-2382) ([celia@cnrf.navy.mil](mailto:celia@cnrf.navy.mil)) AS2 NICHOLSON, (757) 444-2382**

Units that test at NAVAIREs will test on Saturday from 1000 – 1200 at SP-367.

I plan to schedule a training day for all the Unit Coordinators this coming year just to go over Coordinator responsibilities and to ensure each unit has a primary and alternate Coordinator assigned. Watch in the next Topical Summary for details. In the meantime, if anyone needs a refresher, I am always available for that as well.

Unit Coordinators are responsible for training observers, so be sure to go over observer requirements prior to each test conducted.

## **12. COMMAND CLASSIFIER - PNC(AW) TESTA (5-6943) ([testade@cnrf.navy.mil](mailto:testade@cnrf.navy.mil))**

### **Advancement**

Non Designated AN/SN should be reviewing the most recent Enlisted Reserve Career Management Objectives (ECMO) dated 17 July 01 and choosing a career path. Personnel may serve in "A" school required ratings without attending the applicable "A" school by requesting a waiver from PERS 862.

**\*\*\*The deadline for waiver requests to reach PERS 862 is 15 Dec.\*\*\***

Don't know where to start?

1. Meet with your Career Counselor or NPS instructor to request a professional development board.
2. Review the 17 July ECMO list together to get some ideas.
3. Look at the Navy Enlisted Occupational Standards for the ratings you are interested in. Have your career counselor check your qualifications for eligibility in the desired rating.
4. Bring your ideas to the professional development board. Bring a recent resume if you have one.
5. After the professional development board, have your CCC include you on the **advancement recommendation list to PSD by 6 November**. Begin working on the correspondence courses right away.
6. If a waiver is required, have your CCC work with NCC Wolfe. You will need to provide a resume so have it ready.

### **Career Counselors**

All personnel in the RESCORE, NPS APG, OSVET and NAVET incentive programs are required to complete a series of correspondence courses prior to participating in the upcoming advancement exam. It is important to conduct a service record review on your personnel and monitor their progress. Please stop by manpower to find out who you should be tracking.

## **13. CAREER INFORMATION PROGRAM MANAGER (N00CA) - NCC(SW) GREG WOLFE (444-4637) (Fax 445-4719) ([wolfewi@cnrf.navy.mil](mailto:wolfewi@cnrf.navy.mil)) /NC1 JOHN STOKES (444-4726) ([stokesjo@cnrf.navy.mil](mailto:stokesjo@cnrf.navy.mil))**

**THE CAREER INFORMATION OFFICE IS LOCATED IN BLDG SP-12, ROOM 233.**

**THE CAREER COUNSELOR MEETING AND TRAINING SESSION** will be on Saturday, 3 and 17 November from 0800 to 0930 in Room 233 at Bldg. SP-12. It is extremely important that a representative from each unit be present at the meeting to collect information that our Sailors will need.

**THRIFT SAVINGS PLAN** - Beginning on October 9, 2001, members of the uniformed services will be able to enroll in the Thrift Savings Plan (TSP) during a special 60-day enrollment period. Members of the uniformed services will participate under most of the same rules and receive the same benefits as civilian TSP participants. However, the contribution rules are different for uniformed services members.

Detailed information on the TSP is available at

<http://www.narnorfolk.navy.mil/NARPAGES/reserveservices/TSP/index.htm>

**FEBRUARY ADVANCEMENT EXAM** - Recommendations for the Feb 01, E4 to E7 Advancement Exam must be turned in to PSD by 6 November 2001.

Time-in-Rate (TIR) Eligibility Reports may be picked up by the Unit Career Counselors or Unit ESOs in the Career Information Office or at PSD. Units should review these reports for accuracy, annotating those personnel not recommended, and adding newly reporting personnel.

When requesting an exam for an undesignated Sailor (SN, FN, AN), refer to ALNAVRESFOR 015/01 for the current manning and the striker status for each rating.

Worksheets will be signed during the months of December and January.

**NOTE:** Mobilized personnel are still considered Drilling Reservists and will take the exam in February.



**ELIMINATION OF RATINGS** - Due to diminishing requirements, the following ratings will be deleted from the Naval Reserve inventory effective fiscal year 2002: DRAFTSMAN (DM), FIRE CONTROL TECHNICIAN(FT), LITHOGRAPHER (LI), MISSILE TECHNICIAN (MT), MUSICIAN (MU), AND NAVY COUNSELOR (NC).

If you hold one of the ratings listed above, see your Unit Career Counselor ASAP and refer to ALNAVRESFOR 020/01 to plan your career options.

If you have less than 15 years of service, you must either change your rating or be transferred to the IRR by 1 Oct 03. For guidance in choosing a new rating, go to the Navy Enlisted Occupational Standards Manual (NAVPERS 18068F) for information about ratings, and to the current ECMO (ALNAVRESFOR 015/01) for the manning levels for each rating.

**SELECTION BOARDS FOR SENIOR CHIEF AND MASTER CHIEF** will convene 6 May 02.

Chiefs with a TIR date of 1 Sep 99 or earlier, or Senior Chiefs with a TIR date of 1 Jul 99 or earlier, are eligible. Drilling Reserve personnel who are going up for SCPO and MCPO (including those who are serving on ADSW, One-Year Recall, or Presidential Recall) must fill out and submit validation answer sheets to PSD no later than 28 February 2002. For more information, refer to NAVADMIN 274/01.

**NAVY LEADERSHIP TRAINING CONTINUUM (LTC)** – Effective immediately, all E-6 personnel with a Time-in-Rate (TIR) date after 1 Sep 97, who have not completed First Class LTC, must do so before participating in the Advancement Exam for Chief. All E-7 personnel with a TIR date after 1 Sep 97 must complete CPO LTC for their current paygrade before being considered by the E-8 Selection Board. For details, see BUPERSINST 1430.16E, page 2 - 11.

When submitting AT applications for LTC, write your TIR date in the "remarks" section. Quota requests will be prioritized based on those who are eligible for upcoming the advancement cycle first. Those not TIR eligible will be seated on a space available basis.

**HIGH YEAR TENURE (HYT)** - We are requesting that all enlisted personnel check their Pay Entry Base Date (PEBD) to determine if they will be at HYT next year. Below is a list of the paygrades PEBDs that will hit HYT in 2002.

<u>PAYGRADE</u>	<u>PEBD</u>
Master Chief	1972
Senior Chief	1974
Chief	1976
PO1	1978
PO2	1980
PO3	1988
E-3	1990

If you are in one of the categories listed above, you will not be authorized to remain in a drill-pay status beyond 31 December 2002, unless you are granted a waiver by BUPERS.

Requests for HYT waivers must be sent to BUPERS via your Commanding Officer and NAVAIREs by 1 November of THIS YEAR. Enclosed with your letter must be your last 3 evaluations, and your command's current RUAD. For more information and to obtain a sample request letter, see your Unit Career Counselor or refer to OPNAVINST 1160.7.

**BONUS / GI BILL TRAINING** - Training on the Reserve Bonus Program and the Reserve GI Bill Program will be conducted at VR-56 on Saturday, 1 December, from 0800 to 1500. The instructor will be Chief Paul Dowd, who is the Manager and designer of both programs at COMNAVRESFOR.

Commanding Officers are encouraged to allow their Career Counselors to reschedule drills or to schedule additional drills to attend this training.

**REENLISTMENTS** - Anyone may reenlist within 1 year of EOS. Also, you may extend your enlistment by 24 to 48 months at any time during your tour for any reason, up to a maximum of 48 months total per enlistment.

**Requests must be turned in to PSD at least 30 days (\*) prior to the date of reenlistment or extension.**

**Please check your ID card and plan ahead.**

Keep in mind that all SELRES are eligible to reenlist at any time to gain eligibility for the Montgomery GI Bill-Selected Reserve (MGIB-SR).

NOTE: Specify on your request if you want the GI Bill, GI Bill Kicker, or the Bonus.

NOTE TO CAREER COUNSELORS: I must get a copy of all reenlistment and extension requests when they are

submitted to PSD.

**\*- Just a note on the 30 day rule.** This is not designed as a bureaucratic procedure to make someone's job easier. We are always happy when any Sailor makes the decision to Stay Navy, and we want to keep the process as simple as possible. But we should remember that our Reserve PSD consists of three PNs who are maintaining the service records for over 1000 Sailors. In order to provide quality customer service, standards of efficiency have to be set.

Even though one reenlistment may not appear at first glance to be a whole lot of work, other customers may have more urgent matters that must be attended to. Well planned reenlistment requests can be scheduled and processed in an organized manner. Last minute requests, on the other hand, can not only create chaos, but can also hamper the service needed by other customers. Let's help our PSD take care of us. Thanks.

**TAR RECALL OPPORTUNITIES** are currently available for the following rates: AC3, 2, & 1; AE3; AM3; AME3; BM3 & 2; DC3 & 2; DK3; EM3; ET3 & 2; HT3; IC3; MR3. Opportunities are available for the following NECs: 8220, 8226, 8245, 8251, and 8252.

For information on applying, see your Unit Career Counselor and refer to the Enlisted Transfer Manual, Chapter 20. This is available at <http://www.bupers.navy.mil>. Click on "Instructions".

#### **14. HRO - HUMAN RESOURCES OFFICER (N72) LCDR Thompson (444-1122) [thompsji@cnrf.navy.mil](mailto:thompsji@cnrf.navy.mil)**

##### **This is the gouge! Please read and heed!**

**All** personal who are transferring out of units, or retiring, or are on extended Authorized Absences must inform the Manpower office via a form 1301/5 (for Officers) or a memorandum/letter from member to Manpower Officer via unit C.O. (for Enlisted). The manpower clerks can not remove members from our system without written authorization. If we are not made aware of your transfer plans and can not reach you at your recall we will transfer you to the IRR to make your pay billet available to others who want to drill. Do **not assume** that since you let your program manager know or told your unit C.O. you are "good to go." **You need** to fill out and sign the form or write the memo requesting the transfer. **Please** help us ensure you have a smooth and uneventful transfer by forwarding the proper paperwork **with** good contact phone numbers. Additionally, those members who are retiring need to request retirement from New Orleans via NCC Wolfe. This process can take some time so do not wait to the last month to send your retirement request out. Keep your program manager and us informed about your status and whereabouts and we will fight the battles with NSIPS to ensure the changes are properly made.

#### **MANPOWER (N73) - YNC(AW) Snow (444-9242) ([snow@cnrf.navy.mil](mailto:snow@cnrf.navy.mil))**

**New Manpower Officer (Chief Snow).** As of 1 November 2001, I have relieved Chief Testa as the Manpower Officer. Chief Testa is transferring on 4 December after a very successful tour of managing our manpower assets. I look forward to working with our Recruiters, Augment and RESFORON Command Master Chiefs with manning our billets with the sharpest and most qualified sailors possible.

- Since we started involuntary ordering reservists to active duty, I have been asked "can we transfer or remove a member from their billet?" To date, there has been no guidance to transfer a member, and therefore, all members will remain on their RUAD until demobilized.

**Manpower Availability Status (MAS) Codes** are used as a tracking tool for COMNAVRESFOR to quickly determine a member's mobilization availability. COMNAVRESFORINST 3060.7 (series) contains a complete list of MAS Codes.

- MAS codes are updated in RHS daily. If you are interested in volunteering for mobilization, your MAS code can be updated to reflect "VOL". See your Commanding Officer or Program Manager to sign a page 13.

The **Reserve Unit Assignment Document (RUAD)** contains information on members who have been identified for mobilization. Column I (after the SSN) will reflect an **Individual Mobilization Status (IMS)** Code R## on members identified. Examples listed below.

D## - Delayed/exempted or not eligible for recall

E## - Pending separation/retirement or not physically qualified

RC1 - Contacted, enroute to NRA for in-processing  
RC2 - Contacted, has arrived at NRA for in-processing  
RC3 - Completed initial in-processing at NRA and enroute to MPS/PSD

#### 15. PSD SEWELLS RESERVE – PN1 STEPHAN (445-6943) ([stephanc@cnrf.navy.mil](mailto:stephanc@cnrf.navy.mil))

With the recent events of the military and mobilizations, PSD encourages ALL members who have not yet updated their page two (Dependency Application/Record of Emergency Data) with PSD to do so immediately. This information is very important to have current with your records, as members, as well as with the Navy's records. If you have not recently updated your page two with us, please make it a point to visit PSD, Bldg. SP-367, Room 114 to make sure your records are in order.

Please have the following information with you:

- full names including middle names (and maiden names when applicable)
- complete address including zip codes ( **P.O. Box numbers are not acceptable**)
- spousal next of kin complete address and phone number
- complete address and policy number of additional life insurance
- phone numbers (including area codes) of primary and secondary next of kin (i.e. spouse, mother, father, brother, sister)

If you have recently been married or had an addition to your family, a copy of the marriage certificate or birth certificate is **required**.

If you have moved (or have not updated your page two since your last move), be sure to come in to update this information.

Further information on Records of Emergency Data can be found in BUPERSINST 1750.10 and MILPERSMAN article 1070-270.

#### 16. MEDICAL DEPARTMENT (N6) (314-6327) (Medical Records 314-6221) FAX: (314 6330) HMC MINELLI-Department Head ([minelli@cnrf.nola.navy.mil](mailto:minelli@cnrf.nola.navy.mil))/ HM1 SOWELL-LPO ([sowelle@hq.cnrf.navy.mil](mailto:sowelle@hq.cnrf.navy.mil))

**PRT RISK FACTOR SCREENING.** A Medical Officer must evaluate personnel with YES answers on the PRT screening form. The Medical Department conducts PRT screening Saturday at 1300 on Drill weekends. No screening will be done prior to this time due to physical exams being conducted. Unit PRT coordinators are directed to notify the Medical Department of the number of personnel being sent. This can be done either by phone or in writing. Member must bring Health Record and PRT form and computer generated SF-600 with them.

**PHYSICAL EXAMS. All reservists are required to have an annual physical exam, preferably during their birth month.** Reporting time for physical exams is 0715-0800 and 1300-1330. No physicals will be started after 0800 or 1330 due to lab service processing time. Please bring a **black pen** with you to fill out all physical exam paper work. All long form physicals require fasting blood work so please fast for 12 to 14 hours prior to your physical (nothing to eat but drink plenty of water during this time period). If your health record is not maintained by this medical department, please insure you have it with you when reporting.

**HEALTH RECORDS.** If NAR Medical is responsible for maintaining your health record and your annual training is out of the area, please ensure that you check your record out with NAR staff prior to annual training and return it promptly at the end of this annual training.

**SICK CALL.** Naval Air Reserve Medical does not have the facilities for Military sick call on drill weekends. Sewells Point Clinic Military Acute Care Department (MACD) is open for emergency care on Sat. and Sun. until 1130. After which time, NMC Portsmouth is the nearest military medical facility. This is for injuries occurring only during the current drill weekend in an active duty status.